

**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE
MEETING ON TUESDAY 6th SEPTEMBER 2011**

MEMBERSHIP AND ATTENDANCE

Chairman: * Cllr R Kipps

Members: - * Cllr M Green
* Cllr Mrs Hayward (ex officio)
Cllr Miss P Howell
* Cllr R Khiroya
Cllr K Morris
* Cllr Mrs A Preedy
* Cllr Mrs L Sutherland (ex officio)
* Cllr S Watkins

Also in attendance: Mr S Manson - Surveyor
Major Philpot – Royal British Legion
* Mrs Y Merritt – Treasurer
* Mrs M Putman – Secretary

*Denotes members present

Also present was: Mrs Worrall

11/017 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Miss Howell, Cllr Morris and Major Philpot

11/018 DECLARATION OF INTEREST

There were no declarations of interest received.

11/019 APPROVAL OF THE MINUTES

The Committee
RESOLVED
The minutes of the meeting dated 12th July 2011, were approved as a true and correct record.

11/020 MATTERS ARISING

There were no matters arising.

11/021 SECRETARY'S REPORT

War Memorial Hall

Electrical Supply

Members were advised about the electrical supply at the hall. The Treasurer advised that she was still awaiting the electrical reports. Members agreed that as there was a degree of urgency Members would be prepared to hold an extra ordinary meeting before the next scheduled one. The Secretary agreed to call the meeting once all the paperwork had been received.

There was a question raised about the regularity of these inspections and it was agreed that the Treasurer would look into the insurance implications and licence requirement to ensure that the committee would be covered in the event of a malfunction.

Health and Safety

It was requested that the caretakers reaction to the chemicals used to clean the hall floor be placed in the relevant H&S incident book.

Hall Bookings

The Secretary advised that Tumble Tots which had hired the hall for a number of years was to cancel their booking. Due to a lack of public support they were unable to make ends meet and had decided to sell the business. At present the halls have lost a total of 10 hours booking per week.

On the plus side the hall was being used by the BBC during the next few weeks to film a new comedy. If the pilot is successful it may become a series which would increase revenue to the hall.

Discussions took place on the effect that 'the Junction' would have on the revenue of the halls. The Treasurer advised that she did not think the type of functions held at the hall would have a large impact. However it may be necessary to look at new ways to advertise the hall.

Various ideas were discussed –

- putting a banner at the front of the hall
- advertising in My Chorleywood,
- asking the residents association to do an editorial and perhaps advertising in their news letter –
- asking Chorleywood Mums to put a link from their website to the Parish Councils
- post cards in news agents

The Treasurer also advised that the hall would be 90 years old next year and it may be that a special event could take place which would advertise the hall with all the activities that go on in there.

The Committee

RESOLVED

That new ways to advertise the hall and increase revenue be investigated.

11/022

TREASURER'S REPORT

It was agreed that when investigating the fees and charges that the cost of the liquor license should be reviewed, along with fees for adult and children's dance classes.

The Committee

RESOLVED

To note the report

11/023 TERMS AND CONDITIONS OF HIRE

The Committee reviewed the Terms and Conditions of Hire and generally felt that they were adequate, however the

Committee

RESOLVED

1(d) A minimum *refundable* deposit of £25.00 is payable

4. Cancellation of Hiring

v) There is no exception for cancellation due to bad weather.

11/024 PHONOGRAPHIC PERFORMANCE LTD (PPL Licence)

Having considered the details within the report

The Committee

RESOLVED

That the Treasurer reply to the consultation objecting to the proposal and asking village and community halls to be taken out of the scheme.

To discuss the matter with TRDC and other parishes and write with the comments to the relevant MP's

11/025 APPROVAL OF CHARITY ACCOUNTS

The Committee

RESOLVED

To approve the Charity Accounts for submission to the Charity Commission

11/026 CLOSE

The meeting having commenced at 7.02 pm, closed at 7.58 pm

The Committee Chairman has agreed these minutes.

Signed **Date**

These minutes were agreed as a true and correct record and signed by the Chairman.

Signed **Date**